

Request for Information 09-01

TEMPORARY SERVICES AGENCY

Responses due: **June 16, 2009**

The California Institute for Regenerative Medicine ("CIRM") is seeking information to assist it with contracting for services from a Temporary Services Agency.

Background

CIRM was established in early 2005 following the passage of Proposition 71. The mission of CIRM is to support and advance stem cell research and regenerative medicine under the highest ethical and medical standards for the discovery and development of cures, therapies, diagnostics and research technologies to relieve human suffering from chronic disease and injury. CIRM is a small state agency with 40 employees currently.

In the past couple of years, CIRM has relied upon Temporary Services Agencies to provide it with temporary administrative and clerical help on an as needed basis. The length of these temporary assignments has lasted from 2 days to 3 months.

Request for Information

The purpose of this Request for Information (RFI) is to assist CIRM in gathering information regarding the services offered and costs charged by Temporary Services Agencies placing administrative and clerical temps in San Francisco. If you are interested in becoming a provider for CIRM, then please assist us by sending a response to the questions below.

How to Respond

Please send an email to **RFIresponse@cirm.ca.gov**. If you prefer to send a hard copy (or to send duplicates), our fax number is 415.396.9141; and/or our mail address is:
California Institute for Regenerative Medicine
Attn: Cynthia Schaffer
RE: RFI 09-01
210 King Street
San Francisco, CA 94107

Please submit a response to this RFI no later than June 16, 2009. Responses to this RFI may be subject to the Public Records Act. If information you provide is proprietary, please so indicate when responding to this RFI. For more information regarding the Public Records Act as it applies to CIRM, please see <http://www.cirm.ca.gov/?q=AdminPoliciesForms>

If you have questions about this RFI, please contact Alexandra Campe Degg, Chief Human Resources Officer, at acampe@cirm.ca.gov.

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Questions

1. What fees do you charge for providing temporary clerical help?

To assist you in answering the question, please imagine the scenario where CIRM needs a clerical person to answer one phone line, photocopy and put binders together for a meeting for a 3-day period of time.

- a. What is the hourly rate/range the individual clerical worker will be paid by your agency?
 - b. What is the hourly rate that your agency will charge CIRM?
 - c. What is included in the differential between the rate that CIRM will pay and the rate the individual is paid?
Please break out federal, state and withholding taxes, unemployment, social security, state disability, worker's compensation insurance and all other payroll charges in addition to your agency's mark-up for profit.
2. What benefits if any do you offer to the individual working as temporary help through your agency?
- a. Please include any sick leave and vacation benefits.
 - b. Please include any health care coverage options.
3. Please list your agency's typical process for sourcing and screening candidates for temporary positions.
- a. Please include details of any reference checks.
 - b. Please include details of any testing your agency performs.
4. Please provide a list of references for a couple of clients to which you have provided similar services within the past five years and contact numbers for each.